

# **HIRAM COMMUNITY CENTER RULES AND REGULATIONS:**

## **MAXIMUM CAPACITY : 100**

**CANCELLATION POLICY:** To obtain a refund for a cancelled event, written notice of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, **NO REFUND WILL BE GIVEN & NO RESCHEDULING TO A DIFFERENT DATE**

1. Reserved Hours: The hours that were reserved for your event are strictly enforced, which must include ***set up and clean up.*** For example, an event scheduled from 3 to 11pm means you are unlocking the door at 3pm and locking it at 11pm on your way out. INITIALS: \_\_\_\_\_
- 2.
3. Key Pick Up/Drop Off: Weekday and Friday events need to pick up your key before the event from City Hall Administration. The hours of City Hall are Monday through Friday 8:30am to 5:30pm (Lunch is between 12:30 and 1:30pm). Return the key as stated in the next paragraph pertaining to Sat/Sun events.  
***Saturday & Sunday events need to pick the key up on the day of their event at the Police Department and log it out with the GCIC personnel on duty. The key will need to be returned to GCIC and logged back in at the end of your event. They are open 24 hrs.*** INITIALS: \_\_\_\_\_
4. Alcohol Policy: An 'off duty' Hiram Police Officer will be necessary for any event that will be serving alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. The officer is \$25.00 per hour in cash, which is paid directly to the police officer at the beginning of the event. To schedule an officer, contact the Lieutenant or City Hall Administration. INITIALS: \_\_\_\_\_
5. Under Age Events: An 'off duty' Hiram Police Officer will be necessary for any party or event for those who are ages 13 to 20 years of age. The officer is \$25.00 per hour in cash, which is paid directly to the police officer at the beginning of the event. To schedule an officer, contact the Lieutenant or City Hall Administration. INITIALS: \_\_\_\_\_
6. Catered Function: If catered, all components need to be set up and removed within the reserved event times. No over night or early drop offs allowed. Additional hours may be purchased for \$17.50/hr to accommodate additional time your caterer may need. These hours need to be scheduled and paid for prior to your pick up of the key the day of your event. INITIALS: \_\_\_\_\_

### **SET UP:**

7. **THE COUNCIL BENCH/COURT BENCHES ARE NOT USABLE FURNITURE PIECES DURING YOUR EVENT.**  
-These pieces may NOT be used for seating, food, beverages, decorations, etc. for any reason.  
Any damage sustained to these pieces will be the contracted person's monetary responsibility. INITIALS: \_\_\_\_\_
8. The approved copy of the contract must be with the contact person while using the facility. INITIALS: \_\_\_\_\_
9. No smoking or tobacco use allowed in the hall. A smoking stand is available outside the front double glass doors and is the ONLY approved place for smoking on the City Hall property. INITIALS: \_\_\_\_\_
10. All members of the party must adhere to the rules at all times. INITIALS: \_\_\_\_\_
11. Do not alter the thermostat at all as it is locked/preset to take into consideration maximum capacity during an event. INITIALS: \_\_\_\_\_
12. Items that are not allowed *inside or outside* the facility are as follows:
  - Confetti, rice, and birdseed (even in regards to a wedding)
  - Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
  - Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc.
  - Gasoline, explosives, oils, and other artificial lights
  - Nails, tacks, staples, glue on any fixtures, wall, plantation shutters, doors or windows.
  - Scotch, masking, or duck tape on any fixtures, wall, plantation shutters, doors or windows.
  - Painting, staining, repairs, or alterations to change appearance or contours of said building or property
 INITIALS: \_\_\_\_\_
13. Children must be supervised by an adult at all times. INITIALS: \_\_\_\_\_
14. There is no podium, projector or P.A. system available for public use. INITIALS: \_\_\_\_\_

**CLEAN UP:**

15. Garbage is to be bagged, tied and placed in the dumpster. Trash cans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hiram, free of debris and garbage. INITIALS: \_\_\_\_\_
16. Items furnished that need to be cleaned and remain are:  
Stove with self cleaning oven, 2 refrigerators, garbage cans, cleaning liquids, garbage bags, large capacity microwave, dishwasher, and dishwasher detergent. INITIALS: \_\_\_\_\_
17. Unfurnished Items that need to be cleaned/removed:  
All decorations, food, containers, and all rentals. INITIALS: \_\_\_\_\_
18. Lessee is prohibited from removing furnishing or equipment owned by the City of Hiram from the community center. INITIALS: \_\_\_\_\_
19. Turn all lights off when you leave and lock the front double glass doors. INITIALS: \_\_\_\_\_
20. Drop off the key after the event at GCIC as instructed in paragraph #3. INITIALS: \_\_\_\_\_

**LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:**

21. The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible. INITIALS: \_\_\_\_\_
22. Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of his authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hiram. INITIALS: \_\_\_\_\_
23. The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said park by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees. INITIALS: \_\_\_\_\_
24. Lessor reserves the right, without notice, to cancel this lease at anytime whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation. INITIALS: \_\_\_\_\_